# <u>Template Instructions</u>

Below is a brief description of the terms used in preparing the agency activity inventory using the Excel template provided. Also included are brief instructions for entering the requested information. **<u>DO NOT</u>** change column widths or any other settings on the spreadsheet. Row heights will automatically adjust depending on the amount of text entered. Additional rows may be inserted if needed. The cells are formatted to "wrap" automatically. Cells containing figures have already been formatted for commas and decimal places. A sample agency response is included in this packet of information.

<u>Activity Name</u>: Enter Text. Give the activity a name. Examples: Adoption Services, Tuition Assistance, Parolee Supervision.

<u>Budgetary Program Number</u>: Enter Text. Refer to the program or programs as they appear in the Appropriation Act where the activity is funded. Refer to Roman numeral, letters and numbers. Example: "II. A. 1." in DHEC's budget refers to the Underground Storage Tank subprogram.

<u>Description</u>: Enter Text. Describe the activity in a narrative. An activity is something an organization does to accomplish its goals and objectives. An activity consumes resources and produces a product, service, or result. One way to define activities is to consider how agency employees describe their jobs to their families and friends. We basically want to know, "What do you do? For whom do you do it? Why is it valuable?"

An agency's work should be broken down into its discrete functions or services. An activity description that requires several compound sentences or lists to accurately convey the work probably needs to be divided into several separate activities. Please remember, one of the primary objectives of this initiative is to identify and capture agency activities at a greater level of detail than can be found by looking at the annual Appropriation Act. These descriptions should also state whether the activity is required by state and/or federal law and include the citation(s). You may wish to look at the State of Washington's website to see examples of activity descriptions: http://www.ofm.wa.gov/budget/activity/03-05/activity.htm

Expected Results: Enter Text. Describe the outcome expected or desired as a result of performing the activity. Quantitative outcome goals should be included if available and identifiable. If it is not possible to identify or include an appropriate outcome measure at this time, please provide a narrative description of the expected results or benefits of the activity. Examples of some brief expected results include: "Reduce drop-out rates among students", "Improve health care access and quality" and "Provide inmates with skills needed for gainful employment upon release". If the activity is the distribution of pass-through funds each individual allocation and the corresponding total funding amount should be listed within this section (see example agency).

Outcome Measures: Enter Text. Indicate the actual performance measure(s) for the activity. An outcome is the impact of an agency activity on problems/issues it is designed to address. Outputs (which describe the volume of work accomplished) are acceptable, but less preferred than outcome information. Examples: "Highway deaths per million miles driven were XX.X for 2003, down from XX.X in 1998"; "10,375 students received tuition assistance in 2003".

General Funds: Enter a number. Enter the State General Fund dollar amount associated with the activity. The cell is already formatted to insert commas. The total for all agency activities must balance to the total General Funds figure on the control sheet provided.

Federal Funds: Enter a number. Enter the Federal dollar amount associated with the activity. The cell is already formatted to insert commas. The total for all agency activities must balance to the total Federal Funds figure on the control sheet provided.

Federal Match (Y/N): Enter "Y" or "N" depending on if there is federal match associated with State General and/or Other funds associated with the activity.

Match Rate(s): Enter numbers. Indicate the match rate referring to the federal portion first. Example: Most Medicaid programs are matched with 70% federal dollars (30% state match). The agency would enter "70/30" on the template spreadsheet in this column. List all match rates if more than one applies to federal funds associated with the activity.

Other Funds: Enter a number. Enter the Other funds dollar amount associated with the activity. The cell is already formatted to insert commas. The total for all agency activities must balance to the total Other Funds figure on the control sheet provided.

Other Funds Subfund No. & Title: Enter text. Enter the four digit subfund number and subfund name (3035 – Operating Revenue, 4973 – Education Improvement Act, etc.) where the other funds supporting this activity are located. If multiple subfunds are involved indicate the dollar amount from each subfund that contributes to the total amount of Other funds for the activity.

If the activity is funded in part or in whole with funds derived from proviso 73.9 (Personnel for Increased Enforcement Collections) of the FY 2004-05 Appropriation Act please indicate so by identifying it as "Proviso 73.9" funds (in lieu of a subfund number). Please also indicate the amount coming from proviso 73.9. These funds have been commonly referred to as "Maybank" money.

Total FTEs: Enter a number. Indicate the number of total FTEs (regardless of source of funds) associated with carrying-out this activity. Enter a number with two decimal places (Example - 5.25). The cell is already formatted for two decimal places. Total FTEs for the agency must balance to the figure provided on the control sheet.

Activity Administration Percentage: Enter a number. Indicate what percentage of administration costs as shown in your "Administration" activity is associated with each activity. The total for the agency should equal 100%. The cells are already formatted for percentages with one decimal place.